

COLLEGE STUDENT INTERN

DEFINITION:

Under general supervision, provides a variety of routine to difficult management support and project oriented tasks to various City offices, which may include clerical duties, follow-up, record keeping, and a variety of data analysis functions; performs related work as required.

CLASS CHARACTERISTICS:

College Student Intern is a single class position, fully competent to perform a variety of support and project oriented tasks and duties. Incumbents are required to have achieved at least Junior standing in a four-year degree program or enrolled in a graduate degree program. This class is characterized by the availability of supervision in non-routine circumstances. Specific duties will vary with the organizational unit to which assigned.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Examine, provide technical information, report on, and document data in accordance with assigned department.
2. Organize, produce, and maintain records and process forms including reports specific to the organizational unit.
3. Independently prepare and update a variety of reports and special projects relating to the activities of the department.
4. Provide professional-level support to department as required.
5. Establish, maintain, research, and compile information from office files as directed.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Assist department staff with administrative duties.
2. May receive and screen visitors and telephone calls providing factual information regarding City activities and functions.
3. Perform related duties as required.

College Student Intern

QUALIFICATIONS:

Knowledge of:

1. Office practices and procedures.
2. Basic research and analysis methods.
3. Policies and procedures related to the department to which assigned.
4. Basic business data processing principles and the use of personal computers and word processing software.

Skill in:

1. Organizing and maintaining office files.
2. Using initiative and sound independent judgment within established guidelines.
3. Operating standard office equipment including a word processor and centralized telephone equipment.
4. Prioritizing work and coordinating several activities.
5. Communicating tactfully and effectively with the public.

Ability to:

1. Rapidly learn the specific procedures and terminology of the organizational unit to which assigned.
2. Communicate orally and in writing in a clear manner.
3. Maintain effective working relationships with office staff.

College Student Intern

JOB REQUIREMENTS:

1. Have achieved at least Junior status in a four-year degree program or enrolled in a graduate program.
2. Excellent customer service contact skills.

Some College Student Intern positions require use of an automobile.

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines
5. Telephone
6. Typewriter
7. Answering machine
8. Automobile
9. Any equipment particular to assigned department

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Manual dexterity
6. Driving
7. Lifting up to 10 lbs.
8. Speed in using office equipment and meeting deadlines
9. Any particular to assigned department

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 90% of the time
Travel: varying conditions, 10% of the time

College Student Intern

2. Noise level: conducive to office setting

Office Conditions (continued):

3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Dependent upon requirements of assigned department